



**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

**ISSUE DATE:** March 16, 2009  
**CLOSING DATE:** March 20, 2009

**Recruiting Bulletin No. AF-RCC-30-09-014**

**Administrative Specialist  
GG-0301-7/9/11  
Salary Range: \$40,156 – \$77,251**

**NUMBER OF POSITIONS:** Few

**EXCEPTED SERVICE APPOINTMENT:** This is a Schedule A appointment with a Not-to-Exceed date of 9/25/2010. May be extended beyond 9/25/2010 if agency needs arise.

**AREA OF CONSIDERATION:** Dallas Regional Census Center, Dallas, TX

**WHO MAY APPLY:** All U.S. Citizens

- **Must submit a separate completed Application for each grade level applied.**
- Applicant must submit an OF-306, Declaration of Federal Employment, with the application. Please visit OPM website: [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)
- Applicant must submit an **Evaluation Criteria Narrative** (KSA's) described in this announcement with your application package. **Evaluation Criteria questions can be found after the Qualification Section in the announcement.**

**DUTIES:**

The incumbent of this position works with the Administrative Coordinator at the Regional Census Center (RCC) to ensure timely processing of personnel and payroll documents. Incumbent is responsible for planning, organizing, and carrying out the administrative support functions within the RCC. Incumbent is responsible for establishing and maintaining the filing system for record keeping in the following areas: personnel, payroll, general administration, correspondence, etc. and be able to provide specific guidelines to subordinate personnel in record keeping. Applies knowledge of personnel procedures and regulations for a variety of personnel actions. Directly supervises personnel and/or payroll clerks. Incumbent will also assist in training clerical staff in personnel/payroll procedures, progress reporting and other administrative activities. Implements procedures and periodically reviews subordinate staff members work for auditing payroll and miscellaneous claims for validity, adherence to the rules and regulations, and accuracy. Maintains liaison with regional and Local Census Offices (LCO) staff for technical advice. May be required to travel to LCOs to provide administrative support for enumeration activities on-site throughout the region. Incumbent may be responsible for procurement, credit card, and small purchase

actions. Incumbent is responsible for generating, monitoring and reviewing operational cost and corresponding reports. Incumbent conducts analyses and monitoring of operational cost and progress reports and all other budget, staffing, and resource related areas. Incumbent may oversee subordinate staff members, logging, processing, and forwarding claims to the local OWCP claims offices for adjudication.

## **QUALIFICATIONS:**

*You may qualify for a position based on your education, experience, or a combination of both.*

### **GG-0301-07:**

- **EXPERIENCE:** Applicant must have one year of specialized experience equivalent to the next lower grade level that provided the knowledge in one or more administrative functions, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.
- **EDUCATION:** Successful completion of a full four year course of study leading to a bachelor's degree in any area with Superior Academic Achievement **or** one full year of graduate education directly related to the position that provided knowledge of two or more administrative support areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

### **GG-0301-09:**

- **EXPERIENCE:** Applicant must have one year of specialized experience equivalent to the next lower grade level that provided knowledge of two or more administrative support areas as personnel and payroll, recruitment, testing, and selecting, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.
- **EDUCATION:** Successful completion of graduate education or graduate course work that is directly related to the position that provided the knowledge of two or more administrative support areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, fiancé, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

**GG-0301-11:**

- **EXPERIENCE:** Applicant must have one year specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.
- **EDUCATION:** Successful completion of graduate education or graduate course work that is directly related to the position and demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting, and the ability to provide advice and guidance on administrative matters.

**Specialized experience** is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

**You may qualify for a position based on your education, experience, or a combination of both. If qualifying based on education, you MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.**

**EVALUATION CRITERIA:** You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual (narrative) statement addressing each of the following three (3) criteria:**

1. **Experience applying methods and procedures in two or more administrative support areas such as staffing, recruitment, supplies, personnel, payroll, selection, financial management, travel, or procurement.**
2. **Experience providing advice and guidance on administrative matters.**
3. **Experience supervising, assigning work, setting priorities, and providing advice, instructions, and training to subordinate staff.**

Payment for relocation **IS NOT** authorized.

For further information on this vacancy you may contact, Brendan P. Haymaker, HR Specialist at 214-267-6900.

## HOW TO APPLY:

**You must submit your application so that it will be POSTMARKED by the closing date of the announcement.**

Please submit a narrative response to each evaluation criteria listed. Your response should describe what you did, how often you performed this activity, the guidelines available, the complexity of the assignment, and who you performed the activity for or with.

Submit a narrative statement responding to the evaluation criteria identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Each application **must** consist of the following 4 documents:

- (1) a completed Application for each grade level applied; **Optional Application for Federal Employment (OF-612) or a resume**, listing your work duties and accomplishments relating to the job for which you are applying. **If only one application is received and no grade is stipulated, or if multiple grades are stipulated on one application, you will be considered only for the lowest grade level (GG-07) for your application.** All OPM forms (i.e. OF-612, OF-306, & SF-15) can be found at: <http://www.opm.gov/forms/>
- (2) Individual statement addressing the **Evaluation Criteria statements**.
- (3) College Transcripts (if education is used as a qualification factor);
- (4) **Declaration for Federal Employment (OF-306)**.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).

Veteran's Preference –

- Applicants claiming 10-point veterans' preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated 1991 or later) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference.

- Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

For more information on Veterans' Preference, visit OPM website:

<http://www.opm.gov/veterans/html/vetguide.asp>

- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 214-267-6900.

**APPLICATION DEADLINE:** All applications must be **postmarked by** the closing date of the recruiting bulletin by mail or hand delivered. Applications **postmarked** after this due date will not be considered. **Application will not be accepted by Fax or by email.** Submit all applications to the address listed below:

**Bureau of the Census  
Dallas Regional Census Center  
2777 North Stemmons Freeway, Suite #200  
Dallas, TX 75207  
Attention: Brendan P. Haymaker, Human Resources Specialist**

#### **CONDITIONS OF EMPLOYMENT:**

**Payment of relocation expenses IS NOT authorized.**

-This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

-Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.

-You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

-If selected, male applicants born after 12/31/59 must confirm their selective service registration status.

-Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

-Public law requires all new appointees to present proof of identity and employment eligibility.

**ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**1-800-563-6499  
TDD (214) 655-5363**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.